

ILLINOIS LUTHERAN SCHOOLS, INC. (ILS)

Ministry Description

Alumni Coordinator

Approved: 10/21/24

Position Description:

The ILS Alumni Coordinator will strive to strengthen and create relationships with alumni from Illinois Lutheran School.

Qualifications:

1. The individual shall hold to and carry out the calling as outlined in 1 Timothy 3:10,12-13 and Titus 1:5-9, and in this position description.
2. The individual must possess good organizational and communication skills and must also be knowledgeable in the use of Microsoft Office and Google Suite applications and social media platforms in order to carry out these duties and responsibilities.

Accountability:

1. The ILS Alumni Coordinator shall be accountable to the ILS President/Lead Administrator.
2. This individual shall report and work jointly with the ILS President/Lead Administrator, ILS Junior High/High School Principal, and ILS Elementary School Principal, and in the discharge of these duties.
3. This individual will report monthly to the ILS Board of Directors.

This position description shall be reviewed by the President/Lead Administrator in consultation with the ILS Board of Directors in the regular policy review cycle and as the position needs to be filled.

Duties:

1. Create and update ILS alumni database
2. Share weekly updates on social media platforms
3. Share monthly email updates
 - a. What's going on on campus?
 - b. new faculty and staff
 - c. school related events
 - d. reminders about Charger Booster meetings and events
 - e. links to the schools website
 - f. athletic schedules
 - g. information on how to donate to our school
 - h. throwback pictures
 - i. anniversary events for our campus and staff
 - j. class reunion information
 - k. links to our chapel services as well
4. Conduct exit interviews with senior students to gather contact information and to welcome them to our alumni group.
5. Provide quick, easy ways for alumni to update their contact information.
6. Help organize and share information about reunions

7. Communicate opportunities for alumni to speak at the ILS career fair, homecoming and other events.
8. Organize and publicize networking events
9. Encourage alumni to create business listings in eBusiness Directory
10. Share employment listings in eBusiness Directory
11. Publicize entertainment and travel discounts
12. Design and promote sales of alumni apparel
13. Encourage alumni to share testimonials
14. Communicate opportunities to participate in ILS fundraising events
15. Encourage a sense of responsibility of ILS alumni to their alma mater
16. Create and update the alumni page on the ILS website including:
 - a. notable alumni
 - b. Directions on how to gain access to contact information for other ILS alumni
 - c. provide access to other members' contact information with login credentials
17. All posts and emails would be reviewed by Jessica Bushey.
18. Share monthly reports with the ILS Board of Directors.
19. It is expected that this position would require (on average) five hours per week to complete all duties assigned to this individual.

Compensation

\$3000/year for approximately 5 hours/week